

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
POSITION DUTY STATEMENT**

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CLASSIFICATION TITLE	District/Division/Toll Bridge Region	
CALTRANS EQUIPMENT OPERATOR II	04/ Maintenance Toll Bridge Region	
WORKING TITLE	Position Number	Effective
TOW SERVICE OPERATOR	904-678-6286	August 1, 2013

As a valued member of the Caltrans team you make it possible for the Department to improve the mobility across California by being innovative and flexible, working cooperatively with team members and others, and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the Supervision of a Caltrans Maintenance Supervisor, the Toll Bridge Region, the Tow Service Operator engages in the removal of stalled, damaged, or abandon vehicles, motorcycles, light trucks, medium to heavy trucks various types of trailers as well as other wheeled vehicles commonly found on State Highways and Bridges. Cleans and maintains drainage systems, piers, and various bridge components, maintains or makes minor adjustments and /or emergency repairs to maintain equipment.

Must be willing to work non-traditional work schedules to accommodate special events, emergencies or projects that effect the Region or Caltrans. Possession of a Class "A" Drivers License with Passenger and Tanker endorsements. Must be able to lift and carry up to Ninety (90) pounds in a narrow area of travel. Must complete and pass Tow School Training Course.

TYPICAL DUTIES:

- 60% (E)** Remove or tow vehicles from State Highways and Bridges utilizing a light or medium duty tow truck using the wheel lift, sling ,flatbed , dollies, or truck hitch assemblies.
- 10% (E)** Drives the Bicycle Shuttle Van and trailer (which requires a "P" license), and performs other duties as required.
- 10% (E)** Performs maintenance to facilities and assigned work stations and other duties as required such as operate trucks and other bridge maintenance or construction equipment, traffic control operations, setting and retrieving traffic cones, signs, and barriers, performs landscape work, works on lane scrubbing operations.

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- 05% (E)** Perform required security checks during shift
- 05% (E)** Generate and complete, pre-op and post op reports on Tow Service Equipment, as well as generate and complete Tow Service Patrol Reports.
- 05% (E)** Change flat tires on all makes of vehicles, add air when required, unlock vehicles, jump start vehicles with dead or low batteries. Dispense gasoline or diesel to vehicles.
- 05% (E)** Provide minor maintenance to toll lanes and roadways.

SUPERVISION EXERCISED OVER OTHERS:

None

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS:

Incumbent shall have basic knowledge of automobiles and trucks and how they function, different type transmission systems, traction control systems. Make decisions on the spot as how to deal with events as the incumbent is not subject to continuous control. Priorities are set and the incumbent is expected to coordinate the necessities to accomplish the particular function with a reasonable degree of independence.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS:

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. Many of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability.

PUBLIC AND INTERNAL CONTACTS:

Employee must be capable of maintain good internal relationships with fellow employees and able to answer questions from the traveling public, however no routine contacts are assigned.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS:

Physical agility and strength necessary to work safely at heights of at least 250 Ft. above the ground or above water, and the physical fitness to withstand working continuously under adverse (cold, wet, and windy) weather conditions. the ability to drop to one or both knees and hold, to rotate equally in both directions at the waist. To apply opposing force on a four way tire iron as well as safely lift and carry up to 90 lbs. To be able emotionally to complete task at hand in the presence of graphic injuries to patrons in accident events. Willingness and ability to improve knowledge and efficiency by completing related courses as required.

WORK ENVIRONMENT

- 1. Extreme weather conditions hot and cold.**
- 2. Heights over 250 feet.**
- 3. High wind conditions.**
- 4. Work around moving equipment.**
- 5. Work around fast moving traffic.**
- 6. Work inside bridge structures**
- 7. Work in areas of limited space.**

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. if you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure weather you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator

EMPLOYEE

I HAVE DISCUSSED AND PROVIDED A COPY OF THIS DUTY STATEMENT TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR

DATE

